

SECRETARIAT, NATIONAL INTELLIGENCE AUTHORITY

Acts for the Director of Central Intelligence, coordinating with the Executive Director, in furnishing a Secretariat for the National Intelligence Authority (as directed in paragraph 10 of N.I.A. Directive No. 1) for the Intelligence Advisory Board, and for the Central Intelligence Group by:

- a. Reviewing all papers and correspondence submitted to the Director, Deputy Director, or Executive Director for approval, including papers prepared for transmittal to the N.I.A. or I.A.B., to insure that such papers and correspondence are as clear and concise as possible, are responsive to directives, are consistent with existing policies, and have been properly coordinated. If in his opinion any revision is necessary, the Secretary is authorized to change the format but not the content of these papers. If he considers a change in content necessary, the Secretary will refer the proposed revision to the originating individual or office for concurrence prior to submitting the revision for approval.
- b. Making necessary preparations for and attending all meetings of the N.I.A. and the I.A.B.
- c. Recording the minutes of the proceedings of the N.I.A. and the I.A.B. when meeting by themselves or with other agencies.
- d. Taking such action as may be appropriate to disseminate and initiate the implementation of decisions and policies of the N.I.A., I.A.B., Director, Deputy Director and Executive Director.
- e. Following up action taken in accordance with d above in order to assure that appropriate effectuating measures have been taken, or are being taken, and maintaining a record thereof.
- f. Advising authorized offices and individuals within C.I.G. and other government departments and agencies as to the interpretation of decisions and policies of the N.I.A., I.A.B., Director, Deputy Director and Executive Director, and maintains a record of such decisions and policies.
- g. Maintaining status reports showing the status of all papers under consideration by the N.I.A. or the I.A.B.
- h. Arranging for the reproduction and distribution of all official papers of the N.I.A. and the I.A.B., and maintaining a record and files thereof for use by authorized individuals.
- i. Performing such additional functions as may be assigned.

EXECUTIVE

1. Functions of the Central Intelligence Group
2. Effect of the National Intelligence Authority on the Department of Defense
3. Provision of support for the Central Intelligence Group
4. Regulation of the Central Intelligence Group

1. Acts as a liaison between the Director and the Executive Director
2. Acts as a liaison between the Director and the Central Intelligence Group
3. Matters of direct concern to the normal operations of the Central Intelligence Group

Assists the Director in his duties

PERSONNEL AND ADMINISTRATIVE BRANCH

Executive for Personnel and Administration

1. Prepares the budget, accounts for the expenditure of funds, furnishes fiscal support to worldwide activities of CIG; controls fiscal matters of the operating offices, and maintains overall position controls. Prescribes property accountability and procedures.
2. Furnishes communications required to include specialized research to insure efficient communication for operating offices, operates message center; maintains a mail room and central records file, and furnishes such courier service as may be required.
3. Furnishes complete logistical support for worldwide activities of CIG, including supplies and medical services; controls and coordinates reproduction facilities of CIG. Furnishes Translation Service for CIG.
4. Provides personnel service to include allocation of positions, procurement, placement, training and other required services. Arranges for employee relations, indoctrination and orientation of personnel.
5. Assumes responsibility for the internal security of CIG installations and personnel.
6. Provides any legislative liaison required for CIG.
7. Provides legal counsel for CIG.

FINANCE DIVISION

Asst. Exec. for Finance

1. Prepares annual budget.
2. Maintains overall position controls.
3. Accounts for expenditure of funds.
4. Furnishes necessary fiscal support to CIG on a worldwide basis.

COMMUNICATIONS DIVISION

Asst. Exec. for Communications

1. Provides all communications service for CIG.
2. Operates a message center.
3. Operates a mail room.
4. Maintains central records and files.
5. Provides cable service.
6. Provides courier service on a worldwide basis.
7. Conducts necessary specialized research to provide safe, efficient communications for operating offices.

SERVICES DIVISION

Asst. Exec. for Services

1. Provides complete logistical support to CIG on a worldwide basis to include supplies, transportation and allied services. Controls and coordinates reproduction facilities of CIG.
2. Prescribes property accounting procedures.
3. Maintains a reproduction plant and publishing establishment to include a composition room and cartographic section to serve all activities of CIG.
4. Maintains a translation center for the translation of foreign language documents and other material to meet the requirements of CIG.

STAFF, CENTRAL INTELLIGENCE GROUP

ons as a staff for the Director of Intelligence under the supervision of the Executive Director, Intelligence Group in performing normal duties of an executive office. The necessary coordination with the Secretary, NIA, acts for the Director, to insure the implementation of the Director's policies by activities of CIG. Provides logistical and administrative support for the world-wide activities of CIG. Maintains internal security of CIG.

EXECUTIVE OFFICE

Executive Director

the executive and staff coordinator, Director, CIG, the principal staff officer, CIG, and coordinate the activities requiring the attention of the Director of Central Intelligence will be processed through the Office of the Executive Director.

Asst. Executive Director

Asst. Executive Director and acts for the absence.

ADVISORY COUNCIL

Acts in a staff capacity for the Executive Director to:

- a. Maintain an office of record responsible for distribution and file of all papers and documents received from governmental boards, interdepartmental committees, agencies of the Joint Chiefs of Staff, Joint Army and Navy Boards and Committees, and other bodies (not under jurisdiction of NIA) which require the personal attention of the Director of Central Intelligence.
- b. Prepare briefs, summaries and reviews and make recommendations to the Director of Central Intelligence relative to the above matters in close coordination with the appropriate office, branch, or division of CIG having primary interest therein.
- c. Advise the Director of Central Intelligence in matters affecting the agenda of meetings of government boards and committees, interdepartmental committees, agencies of the Joint Chiefs of Staff, Joint Army-Navy Boards and Committees, and other bodies (not under jurisdiction of NIA) requiring the cognizance or attendance of the Director of Central Intelligence.
- d. Establish liaison with the secretaries of constituted government boards, committees, agencies and other bodies (not under jurisdiction of NIA) to ensure that the best interests of Director of Central Intelligence may be served.
- e. Where appropriate keep all offices, branches and divisions of CIG fully informed of the Director's participation in the activities of the aforementioned groups and of matters affecting the collection, production and dissemination of intelligence by CIG.
- f. Assist the Interdepartmental Coordinating and Planning Staff in matters relating to the above functions.
- g. According to the instructions of the Director, handles any matters concerning relations with the press, the public, governmental officials, and other individuals (except Congressional and legislative matters) and prepares any studies, briefs, and other data he may desire in connection with such matters.
- h. Establish procedures for and render necessary assistance to accredited representatives of foreign governments in their relation with CIG.

PERSONNEL DIVISION

Asst. Exec. for Personnel

1. Allocates positions.
2. Procures personnel.
3. Places and trains personnel.
4. Indoctrinates and orients personnel.
5. Provides for employee relations.
6. Provides all the necessary personnel services.
7. Provides medical service for all personnel.

SECURITY DIVISION

Asst. Exec. for Security

1. Provides for security of CIG installations and personnel on a worldwide basis in accordance with overall security measures prescribed by Security Branch of Collection Office.

PROJECT SUPPORT DIVISION

Asst. Exec. for Project Support

1. Provides necessary administrative service to Office of Special Operations.